

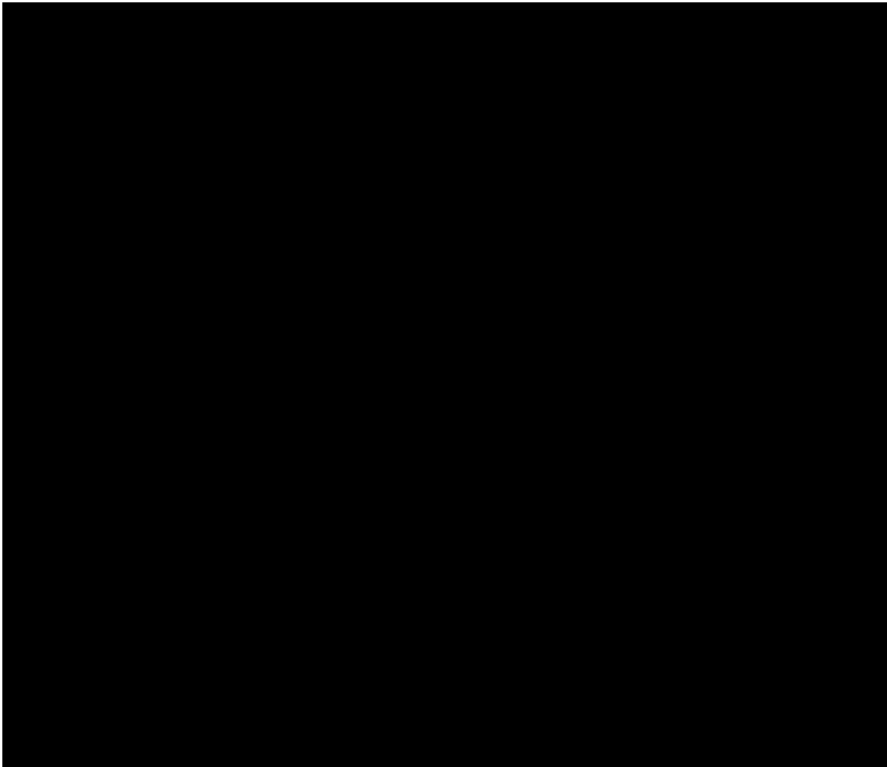
TAB

OFFICE OF THE DIRECTOR

Functions.

The Director of Training is responsible for the coordination, technical supervision, review, and support of all Agency training activities, foreign and domestic. His responsibility with regard to the training of other than staff employees, staff and contract agents, and representatives of foreign intelligence services, except as specifically provided for, will be only for such cases or programs of this type as are referred to him by the Deputy Director concerned. Specific responsibilities are to:

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## PLANS AND POLICY STAFF

### Functions.

This Staff reviews and analyzes the training requirements implications for the Agency in policies, plans, proposals and projects initiated within or without the Agency, and makes recommendations concerning action which may be taken by the Director of Training. More specifically, it determines and coordinates the policy, plans and action necessary to accomplish the mission of the Office of Training. The Staff also edits and publishes a journal of intelligence methods and techniques, and coordinates the publication of other instructional monographs.

### Significant Activities of FY1956.

This Staff conducted a comprehensive training requirements survey encompassing all components of the Agency. This survey resulted in an analysis of all Agency training activities and a centralized accounting system for training requirements. The data available and the procedures for making use of the total Agency training effort were improved substantially.

The Staff initiated a review and revision of regulations pertaining to Agency training activities. Regulations were formulated which clarify the Agency policy on employee development through training and which establish the common training standards for new personnel. Other regulations defined the new responsibilities of the Office of Training. Policy studies or draft regulations have been prepared on topics such as: development of foreign language skills within the Agency; rotation of DD/P personnel to OTR; expansion of Junior Officer Training.

A professional journal to develop literature in the field of intelligence methods and techniques conceived in the previous year, reached accomplishment with four issues of "Studies in Intelligence." The journal has received wide dissemination among agencies in the Intelligence Advisory Committee for critical analysis and for informational and instructional purposes.

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The Staff participated as the representative of the Director of Training in the Agency planning systems for Cold War and Hot War activities. Participating on the Clandestine Services Planning Board Support Committee, the Staff developed the terms of reference for a Training Support Annex to the Clandestine Services General Plan - Cold War. The Staff analyzed the Operational Programs for FY1957 (Revised) and FY1958 (Initial), prepared by the operating divisions of the Deputy Director of Plans, to identify major trends affecting the objectives of the Agency's training programs and the capabilities of the Office of Training to support those programs. The Hot War planning activities centered on the review and analysis of field plans, participation in a headquarters conference of Theater War Planners, and the initiation of the several project papers which will comprise the War Training Annex to the Global War Plan.

The Staff coordinated the development or continuance of several training programs including the orientation of Armed Forces personnel



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**SECRET**JUNIOR OFFICER TRAINEE PROGRAMFunctions.

The Junior Officer Training Program has been devised to identify and select college graduates of high potential for Agency employment; to train them in fundamental techniques through formal courses and on-the-desk experience; to qualify them for assuming responsibilities, both at Headquarters and overseas; to provide extended training in advanced techniques and in language and area competence, all according to the capacities and promise of the individual, and through the application of tailored training programs calculated to develop his greatest assets; and finally, to recommend his permanent placement in an appropriate position in the Agency.

Significant Activities of FY1956.

The following statistics indicate the activity in this program during the year:

Recruitment Phase

12 Months Estimated  
(Based on 10 month actual)

New candidate files reviewed  
Candidate interviews  
Requests for Personnel Actions  
Field Tests Reports  
Headquarters Tests Reports  
Entered on Duty

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On Duty Phase

12 Months Estimated  
(Based on 10 month actual)

Resignations - all reasons  
[REDACTED]

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## Language Training:

Intensive  
Semi-intensive  
Part-time  
Transferred to permanent assignments  
Interviews with Junior Officer Trainees


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SUPPORT STAFF

Functions.

This staff provides the administrative and supporting services needed by the Office of Training. More specifically, it has the following fields of responsibility:

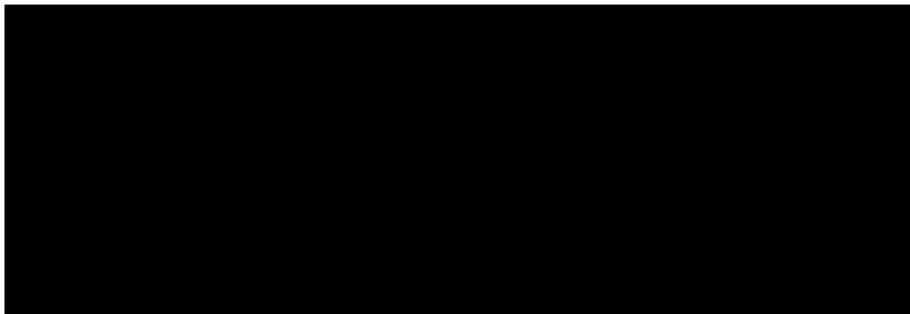
1. Personnel, supply and transportation, budget and fiscal matters, records management, student registration, security, student briefing and processing.
2. Library services, editing and reproduction, audio and visual training aids.
3. Production of training films.
4. 

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Significant Activities of FY 1956.

A few sample statistics may be cited to indicate the magnitude of the support offered. Elements of the Support Staff:

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INTELLIGENCE SCHOOL

Functions.

The former Basic and Intelligence Schools were merged on June 15, 1956 to form the present Intelligence School, which is responsible for all training other than language, area, operations, and communism instruction. Specifically, this school develops and conducts courses in:

1. Orientation to the intelligence process and to clandestine activity.
2. Administrative principles and procedures pertaining to support functions at headquarters and in the field.
3. Management and supervisory principles and techniques.
4. Induction and refresher training for clerks, typists, and stenographers.
5. Methods and techniques of instruction.
6. Techniques of effective writing and speaking.
7. The improvement of reading skill.
8. Skills and methods involved in the collection, production, and dissemination of intelligence.

Significant Activities of FY 1956.

The continuing heavy demand for introductory courses generally, and the growing requirement for management and supervisory courses are of particular interest during this period. The consolidation of a large number of activities into one school, with greater flexibility and control, is the most significant development of this period.

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